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Security Information

15 May 1952

THE SELECTION AND TRAINING
of
PROFESSIONAL TRAINEES

1. With regard to trainees for overt activities, including overt personnel assigned to covert Offices, it is recommended that:
 - a. All new personnel recruited to fill professional positions in the Agency be required to go through a training program in order to give them an adequate basic intelligence background. Exceptions may be made for individuals who have had previous high-level intelligence experience.
 - b. The present Professional Training Program in the CIA Intelligence School be reorientated and expanded as speedily as possible into a Professional Selection and Training Program to give all new professional personnel a broad yet intensive intelligence training. Specialized training, including language, area and operational training, will be handled in other parts of the training program.
 - c. The curriculum of the CIA Intelligence School, including recommended reading, be revised to cover subjects of particular interest to Offices and be coordinated with TRS to reduce duplication in the curricula.
 - d. A selection board to be known as the Professional Selection Panel be established under the direction of the CIA Career Service Board. It would consist of five voting members and three advisory members as follows:
 - (1) Two representatives from the overt Offices.
 - (2) Two representatives from the covert Offices.
 - (3) One representative from a Deputy Director's Office - each of the Deputy Directors - DD/P, DD/A and DD/I - to be successively represented.
 - (4) Three advisory representatives, one each from the Office of Personnel, the Inspection and Security Office and the Office of Training.

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The Panel will review selection standards for and the qualifications of all candidates up to and including the grade GS-11 for overt and semi-covert professional positions in both the overt and covert Offices and will finally approve on behalf of the Agency the selection of all professional personnel in these categories. In case of an adverse finding against an applicant by the Panel, the appropriate Assistant Director may appeal to his Deputy Director, whose decision will be final. The Panel will also, when requested by an Assistant Director, arrange for testing and assessment of a prospective employee in the GS-12 - 15 category, review his qualifications, and make recommendations to the requesting office.

- e. Personnel requirements of Offices for professional positions be submitted to the Office of Personnel which will inform the Professional Selection Panel and the Office of Training of the estimated intake so that they may plan accordingly. All recruitment will be undertaken against authorized slots in consumer Offices, except that a small number of slots will be set aside for the temporary accommodation of draft-eligible candidates who are brought here for indoctrination before entering the Armed Services.
- f. The program to establish consultant-contacts in colleges and universities (Project Review Committee Project TRN/ADP-92-52 of 22 October 1951) to recruit undergraduate and graduate students be vigorously implemented and ultimately expanded.
- g. No subsidy be given to university students prior to their CIA employment. No specific substantive guidance be given by the consultant contacts to undergraduate students. In certain cases, consultant contacts may suggest that selected graduate students specialize in practical subjects or foreign aspects of their fields which might be useful if they should enter the intelligence field.
- h. Consultant-contacts be briefed regarding the relation between recruiting for overt use in both overt and covert Offices and that for deep-cover activities.
- i. Special security measures be taken to prevent subversive infiltration into the Agency through the trainee system and that I&S Office be given adequate backing in money and personnel to carry out these measures. Consultant-contacts be briefed thoroughly regarding the danger of subversive infiltration into the Agency through the trainee system.

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- j. Approaches by CIA representatives to universities or companies in the United States, for the recruitment or training of overt personnel, including overt personnel for the covert offices, be coordinated with the Contact Division, Office of Operations.
- k. No organized publicity be given the trainee recruiting program and that publicity of any kind regarding any aspects of the Professional Selection and Training Program be discouraged.
- l. All candidates for professional positions in grades up to and including GS-11 be given a one-day battery of tests before final commitments for employment are made; this testing to be given after the applicant has been recommended by recruiters and after PHS and other forms have been reviewed by the Office of Personnel.
- m. The testing in l. above be carried out in leading colleges and universities by competent consultants (or by a field unit) and in Washington by a headquarters unit.
- n. All candidates for professional positions in grades up to and including GS-11 who pass the preliminary screening be put through assessment in Washington.
- o. Assessment results be subsequently validated by comparison of performance records in the Agency with the assessment results.
- p. The Assistant Director (Personnel) take appropriate steps to have the existing assessment procedures within the Agency reviewed in order that these procedures may implement the policy that all candidates for professional positions through the grade GS-11 be assessed according to validated techniques.
- q. The sequence of events in carrying out the Professional Selection and Training Program should be as follows:
 - (1) Statement by Offices and other components of their needs for new personnel to fill professional positions in the GS-5 through GS-11 categories.
 - (2) Location, contacting, and screening of candidates in universities, industries, and the Armed Services by the Personnel Office through consultant-contacts or by other recruitment techniques.
 - (3) Pre-security check by I&SO.

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- (4) Testing of candidates periodically at selected locations in the field and continuously in Headquarters.
 - (5) Screening and shopping of candidates to Offices by the Personnel Office.
 - (6) Assessment. (To be carried out between steps 5 and 10).
 - (7) Obligation of slots by Offices.
 - (8) Security investigation initiated by I&SO.
 - (9) Security Clearance.
 - (10) Review and decision by Professional Selection Panel.
 - (11) Notification to candidate by Personnel Office.
 - (12) EOD
 - (13) Entrance in CIA Intelligence School.
 - (14) Review of Training record by Professional Selection Panel.
 - (15) Assumption of duty status in Office obligating slot (Step 7).
2. With regard to trainees for deep-cover activities, it is recommended that:

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